



CHARTER OF THE FEDERATION OF ASIAN PHARMACEUTICAL ASSOCIATIONS COLLEGE OF PHARMACY (FAPA CP)

Version 1.0

2025-03-28

This Charter has been formally adopted and ratified by the Executive Committee of the Federation of Asian Pharmaceutical Associations College of Pharmacy (FAPA CP) on March 28, 2025. This document is hereby recognized as the official governing document of the organization, binding across all chapters and members.

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FAPA COLLEGE OF PHARMACY (FAPA CP) CHARTER

PREAMBLE

This Charter establishes the foundational principles and governance framework for the FAPA College of Pharmacy (FAPA CP). Recognizing the need for standardized professional advancement pathways for pharmacists, FAPA CP was formally inaugurated on May 17, 1997, as a subdivision of the Federation of Asian Pharmaceutical Associations (FAPA). As the academic arm of FAPA, FAPA CP dedicates to enhancing pharmacy specialization across Asia and beyond. Following a strategic restructuring under the revised statutes of FAPA on December 27, 2022, FAPA CP transitioned to an independent affiliate, thereby strengthening its capabilities and expanding its impact through its extensive network of chapters. In support of its mission, the FAPA CP Foundation was established on January 26, 2024, providing essential support for a broad spectrum of academic and professional activities and reinforcing FAPA CP's commitment to excellence in pharmacy.

ARTICLE I: NAME, AFFILIATION, OFFICE, AND EMBLEM

Section 1: Name

The organization is officially named "Federation of Asian Pharmaceutical Associations College of Pharmacy," abbreviated as FAPA CP.

Section 2: Affiliation

FAPA CP functions as an affiliate of the Federation of Asian Pharmaceutical Associations (FAPA), operating in close collaboration with the FAPA CP Foundation, which provides essential financial and legal support.

Section 3: Office

The main office of FAPA CP is located at 40 Sukhumvit Soi 38, Sukhumvit Road, Phra Khanong Sub-district, Khlong Toei District, Bangkok 10110, Thailand.

Section 4. Emblem

The official emblem of FAPA CP, which symbolizes our core mission and values, is detailed in ANNEX A.



ARTICLE II: VISION, MISSION, AND OBJECTIVES

Section 1: Vision

Empower pharmacists to lead in healthcare through specialization, professional excellence, and innovative practice

Section 2: Mission

FAPA CP is committed to transform pharmacy practice by:

- a. **Advancing Specialization:** Harmonizing and elevating advanced pharmacy training and specialization across Partner Nations to set a global standard of excellence.
- b. **Building a Dynamic Network:** Cultivating a community of pharmacy experts to foster collaboration and expertise exchange.
- c. **Leading Sustainable Development:** Innovating adaptable pharmaceutical and healthcare systems responsive to the evolving needs of diverse communities.

Section 3: Objectives

FAPA CP will achieve its mission by pursuing the following objectives:

- a. **Harmonize Specialized Practices:** Align and enhance specialized pharmacy practices to ensure uniform excellence across Partner Nations.
- b. **Elevate Pharmacy Practice:** Raise the quality of pharmacy practice and foster the development of advanced capabilities through continuing professional development and the integration of cutting-edge practices.
- c. **Uphold Ethics and Professionalism:** Maintain integrity within the pharmacy community and in interactions with other healthcare professionals.
- d. **Certify and Accredite:** Certify qualified pharmacists and accredit training programs that meet the highest standards of excellence and rigor.
- e. **Foster Collaboration and Knowledge Exchange:** Enhance collaborative efforts and facilitate the exchange of knowledge through dynamic forums, innovative platforms, and active professional engagement.
- f. **Drive Innovation and Sustainability:** Pioneer sustainable health solutions and innovative practices that significantly improve global health outcomes.

Section 4: Core Activities

FAPA CP will conduct the following core activities to fulfill its objectives:

- a. **Advanced Training Programs:** Provide specialized training across all areas of pharmacy to elevate practice standards.
- b. **Continuing Professional Development:** Provide ongoing opportunities for pharmacists to enhance their skills and advance their careers through continuous learning and development.
- c. **Certification and Accreditation:** Implement a rigorous certification framework to recognize advanced skills and specialization in pharmacy practice.
- d. **Research and Innovation:** Support and initiate research projects that expand pharmaceutical knowledge and bring forth innovations in the field.
- e. **Professional Synergies:** Foster synergistic relationships among pharmacists from Partner Nations, enhancing collaborative efforts, sharing insights, and collectively advance the field of pharmacy.
- f. **Role Advocacy:** Champion the expansion and recognition of pharmacists' roles within healthcare systems to maximize their impact on patient care and health outcomes.

ARTICLE III: ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Section 1: Executive Committee Structure

Governance of the FAPA College of Pharmacy (FAPA CP) is vested in the Executive Committee, chaired by the President. This committee includes the President, Vice President, Executive Director, Directors of various functional departments within the Headquarters, and Presidents of the Chapters. The Executive Committee is responsible for making all policy decisions, ensuring strategic alignment with FAPA CP's mission, and facilitating effective decision-making. This structure is designed to efficiently and effectively support the organization's mission and objectives.

The composition of the Executive Committee may be expanded to include additional members as deemed necessary by the President and confirmed by a majority vote of the existing committee members, to address evolving strategic needs and organizational growth.

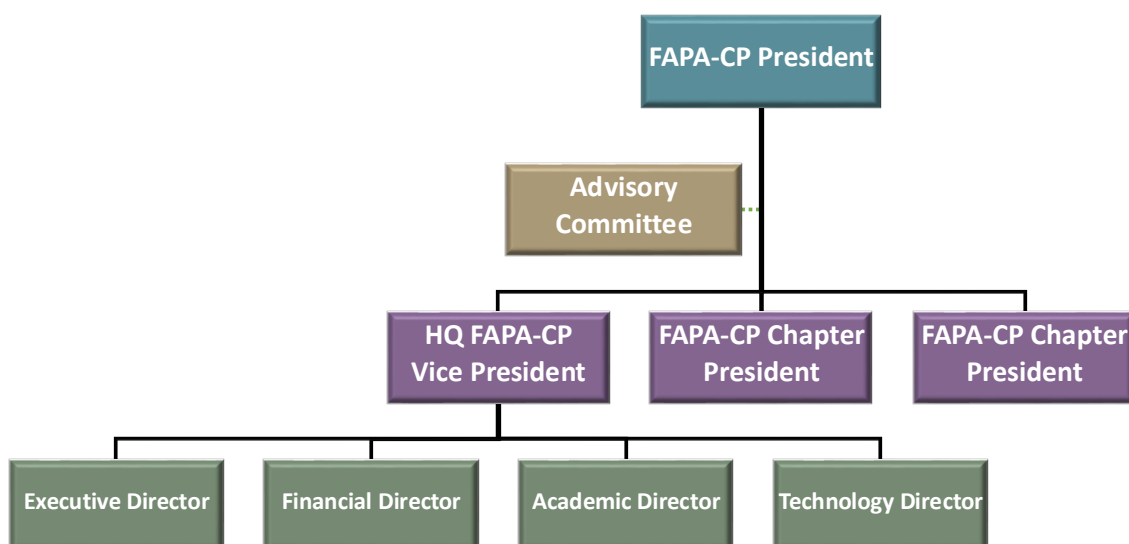


Figure 1: Organizational Structure of the FAPA CP Executive Committee

Section 2: Roles and Responsibilities

- President:** Chairs the Executive Committee and serves as the chief executive officer, setting the strategic direction and overseeing high-level organizational functions.
- Vice President:** Assists in overseeing daily operations and strategic initiatives, reports directly to the President, and coordinates the activities of other Directors.
- Executive Director:** Manages day-to-day administrative operations, supports the Vice President, oversees headquarters staff, budgeting, and logistics to ensure organizational efficiency. Reports directly to the Vice President.
- Directors** (e.g., Financial Director, Academic Director, Technology Director): Appointed by the President and report to the Vice President. Responsible for specific organizational areas such as finance, education, and technology, playing critical roles in implementing the strategic plan and managing their respective departments.

- e. **Chapter Presidents:** Oversee local chapter activities, adapting the global mission of FAPA CP to regional needs. They report to the President and are appointed for four-year terms, with the possibility of one re-election.

Section 3: Advisory Committee

Provides counsel and strategic advice to the Executive Committee, influencing long-term plans and immediate actions with diverse perspectives and expert insights. Members are nominated by the President, confirmed by the Executive Committee, and serve fixed terms of three years with the possibility of renewal, subject to a review of term structures after the initial period.

Section 4: Appointment and Term Length

- The President is appointed by a majority vote of the current Executive Committee members for a four-year term and is eligible for one re-election.
- The Vice President, Directors, and the Executive Director are appointed by the President, with terms aligned with that of the President to ensure continuity.
- Chapter Presidents are nominated by their respective chapters and appointed by the Executive Committee for a term of four years, with the possibility of one re-election.
- Advisory Committee members are nominated by the President and confirmed by the Executive Committee, serving fixed three-year terms with the potential for renewal.

Section 5: Meetings and Decision-Making

- The Executive Committee meets regularly to review progress, set policies, and make strategic decisions. Meetings can be convened as necessary.
- Decisions are made by a majority vote, with the President holding the tie-breaking vote if needed.
- In exceptional circumstances requiring rapid decision-making, the Executive Committee may act on an ad-hoc basis following a supermajority vote.
- The Executive Director ensures all decisions and discussions are accurately recorded and promptly distributed to committee members.

Section 6: Communication and Reporting

- Regular communication is maintained among the Executive Committee, Advisory Committee, and Chapter Presidents to ensure transparency and effective coordination of global activities.
- The Executive Director prepares annual reports detailing progress, challenges, and strategic shifts, presented during the Annual General Meeting to stakeholders.

Section 7: Amendments to the Organizational Structure

The organizational structure can be reviewed and amended as necessary to adapt to evolving needs. Proposals for changes are initiated by the President and approved by the Executive Committee.

ARTICLE IV: EDUCATIONAL AND TRAINING PROGRAMS

Section 1: Purpose and Scope

FAPA CP is dedicated to advancing pharmacy education and professional practice through comprehensive, integrated training programs designed to prepare pharmacists for certification and professional excellence. Emphasizing a seamless learning journey and promoting a continuous educational pathway, the organization utilizes shared expertise and resources across chapters. Integrating modular credits and endorsing the mutual recognition of educational achievements across chapters, FAPA CP ensures that high-quality education is accessible, adaptable, and conducive to ongoing professional development.

Section 2: Program Details

- **Core Training Programs:** Comprising a series of structured educational courses, these programs are designed to deliver advanced knowledge crucial for career advancement within the field of pharmacy. Each course is crafted to allow pharmacists to incrementally enhance their expertise and systematically accumulate credits. These credits count towards higher levels of certification, supporting a personalized and evolutionary educational and training journey that aligns with each pharmacist's professional aspirations. The specific structure and requirements of these programs are outlined in the FAPA CP Program Development Guidelines.
- **Continuing Education:** Developed in partnership with multiple chapters, the continuing education component includes workshops, seminars, and short courses. These are not only opportunities for professional development but also crucial elements of the progression, enabling pharmacists to earn credits that contribute towards advanced certifications, including the fellowship status.

Section 3: Collaborative Program Development

- **Chapter Collaboration:** Each local chapter is responsible for developing its training program in collaboration with other chapters. This collaborative approach allows chapters to share insights, resources, and best practices, enhancing the quality and relevance of educational programs offered.
- **Approval Process:** To ensure uniformity and adherence to the same standard, all training programs developed by chapters must be submitted to the FAPA CP Executive Committee for review and endorsement prior to implementation. This process guarantees consistency with educational standards and strategic objectives.

Section 4: Support and Implementation

- **Resource Sharing:** FAPA CP is committed to share training materials, such as guidelines, templates, and case studies. This aims to foster a collaborative framework, ensuring that each chapter can contribute to and benefit from a growing pool of diverse resources. This endeavor aids in the development and delivery of training programs across different regions and is a key goal for the near future.
- **Transparency and Communication:** FAPA CP emphasizes the importance of transparency and regular communication as foundational to its educational environment. All training materials and updates are to be communicated across chapters to ensure that all members are informed and can contribute to ongoing educational efforts.

ARTICLE V: CERTIFICATION FRAMEWORK

Section 1: Overview

Following the completion of educational and training programs, pharmacists are eligible to enter the certification process, which is designed to formally recognize their expertise and specialization in pharmacy practice. This certification is a key step towards being recognized as a specialist within the profession.

Section 2: Certification Levels

- a. **Assistant Fellow of FAPA CP (Assist. FACP):** This initial stage of advanced certification is designed for pharmacists who are expanding their professional capabilities beyond basic qualifications. It recognizes individuals who have embarked on specialized training or accumulated relevant professional experience, setting the foundation for further advancement in pharmacy practice. This certification serves as a gateway to higher levels of specialization and acknowledges the pharmacist's commitment to continuous professional development.
- b. **Associate Fellow of FAPA CP (Assoc. FACP):** This intermediate certification is awarded to pharmacists who have significantly deepened their expertise and expanded their skills within their specialty areas. It acknowledges those who have successfully completed rigorous additional training and gained substantial professional experience. This level is aimed at pharmacists who are advancing toward a leadership role in their field, reflecting their enhanced capabilities and dedication to impacting pharmacy practice positively.
- c. **Fellow of FAPA CP (FACP):** The highest level of certification, the Fellow designation, is reserved for elite pharmacists who have demonstrated outstanding professional achievements and a high level of expertise in their field. Candidates for this prestigious certification must have made significant contributions to the pharmacy profession, including leadership in innovative practices, research, or education. This certification recognizes pharmacists who are leaders in the field, setting standards for excellence and shaping the future of pharmacy practice. It epitomizes the highest standard of professional attainment and marks the recipient as a key influencer in the development and advancement of pharmacy.

Section 3: Certification Process

- **Eligibility:** Candidates become eligible for certification through the completion of FAPA CP-approved training programs tailored to each level of certification or through demonstrating equivalent experiential expertise.
- **Requirements:** Certification requires an assessment process where candidates must demonstrate their competencies and readiness for their certification tier, which are detailed in the FAPA CP Certification Guidelines. These assessments may include practical evaluations, written exams, peer reviews, or submission of professional portfolios, depending on the certification level and local requirements.

Section 4: Certification Guidelines

Detailed eligibility criteria, procedures, and standards for each certification level will be documented in the FAPA CP Certification Guidelines. These guidelines ensure that all candidates meet the standards required to achieve certification at each level of specialization.

ARTICLE VI: FINANCIAL MANAGEMENT AND ACCOUNTABILITY

Section 1: Financial Principles

The financial management of FAPA CP shall adhere to principles of accountability, transparency, and stewardship of resources to support the organization's mission and strategic objectives.

Section 2: Budgeting and Financial Planning

FAPA CP shall prepare an annual budget that supports the organization's strategic plan. The budget shall be reviewed and approved by the executive committee prior to the start of each fiscal year. The budget shall allocate resources for both operational needs and strategic initiatives.

Section 3: Revenue Generation

FAPA CP shall diversify its revenue sources to ensure financial sustainability. Revenue streams may include but are not limited to chapter contributions, membership, educational activities, grants, donations, and income from professional development programs. Innovative revenue strategies shall be explored and developed to support the expanding activities of the organization.

Section 4: Financial Reporting

FAPA CP shall maintain accurate and complete financial records. Periodic and annual financial reports shall be prepared and presented to the executive committee.

Section 5: Audit and Compliance

An independent audit shall be conducted annually to review FAPA CP's financial activities. The audit aims to ensure compliance with applicable laws and internal policies, and to affirm the accuracy of financial statements.

ARTICLE VII: LEGAL AND ETHICAL COMPLIANCE

Section 1: Compliance Framework

FAPA CP commits to complying with all applicable local, national, and international laws and regulations in each region it operates. This includes adapting its policies and practices to meet local legal standards while upholding the overarching ethical principles that guide all organizational activities.

Section 2: Ethical Standards

- **Core Ethical Principles:** FAPA CP upholds a set of universal ethical principles that inform the professional conduct expected of all members, employees, and volunteers. These principles provide a foundation for all organizational and operational decisions.
- **Localized Ethical Training:** Each local chapter is responsible for implementing ethical training programs tailored to local laws, cultural norms, and professional standards. FAPA CP will provide a framework and resources to ensure these programs are both locally relevant and aligned with global ethical standards.

Section 3: Monitoring and Enforcement

- **Oversight Responsibilities:** The FAPA CP Foundation oversees compliance with both legal standards and ethical practices, ensuring adaptations meet the required organizational standards. This includes regular audits and reviews of local chapter activities.
- **Reporting Mechanisms:** A robust mechanism for reporting ethical breaches and compliance issues accommodates the legal and cultural specifics of each region.

FAPA CP commits to investigating all reports diligently and taking appropriate corrective actions.

Section 4: Accountability and Transparency

Regular Reporting: FAPA CP commits to regular public reporting on its compliance and ethical practices, including detailed accounts of how local adaptations are managed. This ensures transparency and maintains stakeholder trust across all regions of operation.

ARTICLE VIII: DISPUTE RESOLUTION MECHANISM

Section 1: Introduction

FAPA CP values a collaborative and respectful work environment. To maintain this environment, the organization promotes resolving disputes through open dialogue and mutual understanding, adhering to the principles of fairness and respect for all parties involved.

Section 2: Resolution Process

- **Informal Resolution:** Disputes should first be addressed directly between the parties involved, using informal discussions aimed at mutual agreement. This initial step encourages a straightforward and amicable resolution, reflecting the organization's commitment to a cooperative workplace.
- **Facilitation:** If initial discussions do not resolve the issue, either party may request the intervention of a neutral facilitator. This facilitator, who could be a designated staff member from human resources or another impartial party, will assist in mediating the discussions, helping to clarify issues and explore possible solutions.
- **Consultative Advice:** Persistent disputes that remain unresolved after facilitation may be escalated to the Advisory Committee. This committee will provide non-binding consultative advice, aiming to guide the disputing parties towards a resolution. The advice given will focus on finding a solution that aligns with FAPA CP's values and operational guidelines.

Section 3: Objectives

The dispute resolution process is designed to ensure that all conflicts are addressed swiftly and effectively, minimizing their impact on the organization's mission and operations. The process aims to reinforce a positive organizational culture and uphold the integrity of FAPA CP's work environment.

ARTICLE IX: AMENDMENTS AND BYLAWS

Section 1: Amendments

- **Proposal of Amendments:** Amendments to this Charter can be proposed by any member of the Executive Committee. Proposals must be submitted in writing and include a detailed explanation of the reasons for the proposed change and the expected impact on the organization.
- **Approval Process:** Proposed amendments must be reviewed and approved by at least two-thirds of the Executive Committee. Upon approval by the Executive Committee, amendments must be ratified by a majority vote at the next scheduled meeting of the General Assembly or through a special meeting called specifically for this purpose.

- **Notification:** All members of FAPA CP must be notified of the proposed amendments at least 30 days prior to the ratification vote, allowing sufficient time for review and discussion.

Section 2: Bylaws

- **Establishment of Bylaws:** Additional bylaws may be established to detail operational procedures, roles, and responsibilities not specifically outlined in this Charter. Bylaws are intended to supplement this Charter and provide guidance on the day-to-day management and administration of FAPA CP.
- **Procedure for Adoption:** Bylaws can be proposed by any member of the Executive Committee and require approval by a simple majority of the Executive Committee. Once approved, bylaws should be reviewed annually to ensure they remain relevant and effective.
- **Amendments to Bylaws:** Amendments to bylaws follow a similar process as their establishment but require only a simple majority vote of the Executive Committee for approval.

This Charter of the Federation of Asian Pharmaceutical Associations College of Pharmacy (FAPA CP) was duly adopted and ratified by the Executive Committee of FAPA CP.

Date of Ratification: 2025-03-28

Rungpetch Sakulbumrungsil
President of FAPA CP

Sathitpong Thanaviriyakul
Executive Director of FAPA CP



Revision History

Version	Date	Description of Revisions
1.0	2025-03-28	Initial adoption of the Charter

ANNEX A: BRANDING SPECIFICATIONS

1. Detailed Emblem Specification

The emblem of FAPA CP is crafted to embody the essence of pharmaceutical excellence and ethical standards, featuring elements steeped in traditional symbolism:

a. Design Elements:

- **Serpent:** A vibrant gradient serpent in shades of lime green to emerald, representing healing wisdom and the dissemination of pharmaceutical knowledge across Asia and beyond.
- **Bowl of Hygieia:** The bowl, rich in purple, is intertwined with the serpent, prominently displaying the year '1997', which marks the founding of FAPA CP. This classical symbol signifies the ethical foundation of pharmacy practice.
- **Encircling Border:** A flowing green border encircles the design, featuring the name 'Federation of Asian Pharmaceutical Associations' along the upper arc and 'College of Pharmacy' along the lower portion.
- **Text Element:** Bold black letters 'FAPA-CP' are anchored below the central elements, emphasizing the affiliation and identity of the college.

b. Symbolism:

- The emblem's design collectively symbolizes FAPA CP's commitment to advancing pharmaceutical education, fostering regional cooperation, and upholding professional excellence across partner nations.

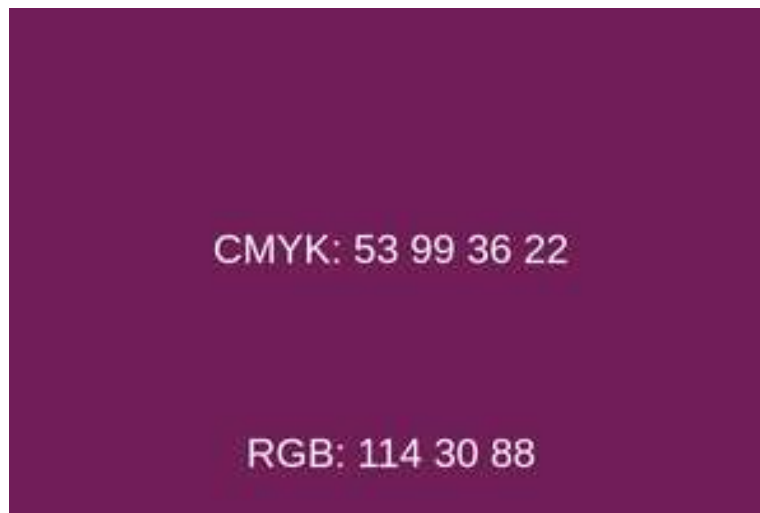


2. Color Code

Accurate color reproduction is critical for maintaining the visual integrity of the emblem. Below are the specific color codes to be used for various emblem elements:

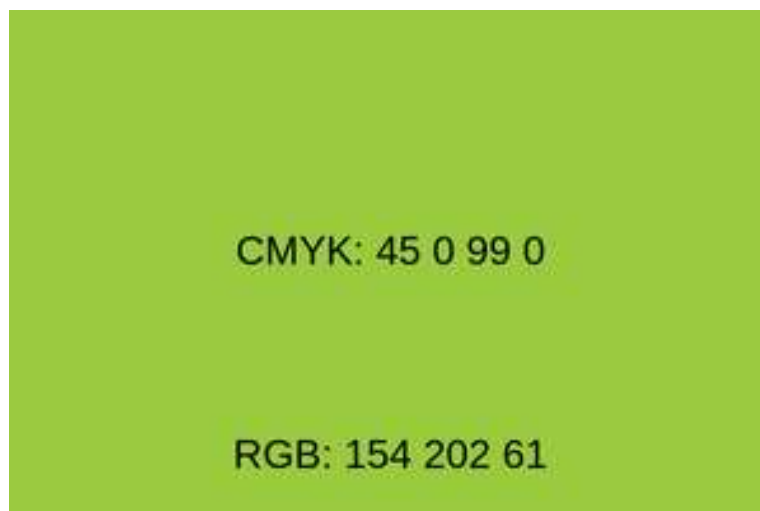
- **Purple (Bowl of Hygeia):**

- CMYK: 53 99 36 22
- RGB: 114 30 88



- **Light Green (Serpent and Border):**

- CMYK: 45 0 99 0
- RGB: 154 202 61



- **Dark Green (Serpent and Border):**

- CMYK: 81 47 93 57
- RGB: 29 62 31

CMYK: 81 47 93 57

RGB: 29 62 31

ANNEX B: GLOSSARY OF TERMS

This glossary defines key terms used in the FAPA CP Charter to ensure consistent understanding and application across the organization.

1. **Advisory Committee:** A body of distinguished members providing strategic guidance to FAPA CP.
2. **Certification Framework:** A multi-tier system for recognizing advanced skills and specialization in pharmacy practice, including Assistant Fellow, Associate Fellow, and Fellow levels.
3. **Chapter:** A country-level or regional subdivision of FAPA CP responsible for localizing and implementing FAPA CP's mission and programs within their respective areas. Chapters adapt FAPA CP strategies to local contexts, ensuring that the FAPA CP's goals are achieved effectively across diverse geographic and cultural landscapes.
4. **Continuing Professional Development (CPD):** Ongoing learning, self-improvement, and skill enhancement activities for pharmacists to maintain and advance their knowledge, expertise, and professional competence.
5. **FACP (Fellow of FAPA College of Pharmacy):** The highest level of certification in FAPA CP's Certification Framework, recognizing advanced expertise and significant contributions to the field of pharmacy. This certification is granted to pharmacists who have demonstrated excellence in their specialization and have fulfilled rigorous criteria including advanced training and significant professional experience.
6. **Assoc. FACP (Associate Fellow of FAPA College of Pharmacy):** A mid-level certification within FAPA CP's Certification Framework, aimed at pharmacists who have advanced their knowledge and skills beyond the foundational level but are still progressing towards the highest expertise required for FACP certification. This certification recognizes the ongoing professional development and specialization in specific areas of pharmacy practice.
7. **Assist. FACP (Assistant Fellow of FAPA College of Pharmacy):** The initial level of advanced certification within FAPA CP's Certification Framework, designed for pharmacists who have already established a foundation in their professional practice and are beginning their journey towards specialization. This certification recognizes pharmacists who have engaged in postgraduate training or gained significant professional experience beyond their basic qualifications and are committed to further developing their expertise in specific areas of pharmacy practice.
8. **Partner Nations:** Countries or regions collaborating with FAPA CP to advance pharmacy specialization and professional excellence.
9. **President:** The chief executive officer of FAPA CP, responsible for overall leadership and strategic direction.
10. **Specialization:** Advanced training and expertise in specific areas of pharmacy practice, such as clinical pharmacy, pharmaceutical technology, community pharmacy.



11. **Executive Committee:** The primary executive body of FAPA CP, responsible for strategic decision-making and organizational oversight, consisting of senior leadership.
12. **Bylaws:** Detailed rules adopted by FAPA CP governing the internal management of its operations, not specified in the charter, intended to assist in the smooth running of the organization.